

Department of Human Services A & H Commissioner's Designee/Conciliation Attorney Unit Legal Assistant

SUMMARY: The Commissioner's Designee/Conciliation Attorney Unit is responsible for responding to Petitions for Appeal of Initial Orders and Petitions for Reconsideration of the Final Order for the Appeals and Hearings Division of the Department of Human Services. The response to the petition may consist of either a document generated by the Commissioner's Designee staff, or the appeal could be remanded to the Hearing Officer for further consideration, or the appeal can be remanded to be scheduled for another hearing. The Commissioner's Designee/Conciliation Attorney Unit also oversees the review of timeliness and fair hearability for both Family Assistance and Non-Family Assistance appeals.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Timely printing and preparation of petition folders for the Commissioner's Designee Attorney's review.
- Review appeal requests to determine timeliness and fair hearability for both Family Assistance and Non-Family Assistance appeals.
- Process and classify documents received in appeals and resolve tasks in the Appeal Resolution Tracking System.
- Print and mail petition responses drafted by the Commissioner's Designee Attorneys.
- Track petition requests and responses using Excel.
- Assist managing attorney in report preparation and entry of report data.
- Professional and effective customer service within the unit, Division, Department and customers served by the State of Tennessee.
- Timely and satisfactory completion of special projects such as archiving files, scanning documents in ARTS, preparing official records for Chancery Court cases.
- Researching case information where applicable and appropriate.

KNOWLEDGE, SKILLS AND ABILITIES

Strong Microsoft Office skills, including Word, Outlook, and Excel;

High level of organizational skills and time management;

Ability to remain neutral when interacting with clients and A & H staff; and

Possess and maintain a working knowledge of all facets of the Division and a working knowledge of all programs administered by the Department of Human Services.

EDUCATION/EXPERIENCE: Education equivalent to graduation from a standard high school and two years of full-time experience in researching legal issues and documenting findings to assist in building case files, settling legal disputes, and/or providing legal counsel to clients.

COMPENSATION INFORMATION: Commensurate with Qualifications

How to Apply: Cover letter, resume and recent writing sample can be emailed to Josh.Eldridge@tn.gov.